

## ALMS MODULE II: LESSON PLANS and TRAINING SUPPORT PACKAGES (TSP)

### RESOURCE MANAGEMENT LESSON FIVE: ALMS RESOURCES - FACILITIES

#### SECTION I. Administrative Data

**All courses  
including this  
lesson**

Course # ALMS-101, Manage Army Learning Management System (ALMS) Facilities.

**Tasks  
taught or  
supported**

a. Tasks taught in this lesson:

Task Number	Task Title
None	None

b. Tasks supported in this lesson. None.

**Reinforced  
tasks**

There are no tasks reinforced by this lesson.

**Academic  
hours**

The academic hours required to teach this lesson are as follows:

	<b>PEACETIME</b>			<b>MOB</b>
	AC Resident	TASS Training Bns AT/ADT	IDT	AC/RC Non-res DL
	<u>HRS/MOI</u>	<u>HRS/MOI</u>	<u>HRS/MOI</u>	<u>HRS/MOI</u>
	0:20 DM	DM	DM	DM
	0:10 PE	PE	PE	PE
Test	0.0	0.0	0.0	0.0

Total Hours: 1.0

**Test lesson  
number**

There is no separate exam for this lesson.

**Prerequisite  
lesson**

There is no ALMS prerequisite to this lesson. However, all students require an AKO account, and access the ALMS prior to training.

**Foreign  
restrictions  
(FD statement)**

The materials contained in this course have been reviewed by the course developers and course manager in coordination with the Fort Monroe, VA (HQ, TRADOC) foreign disclosure authority.

*continued on next page***Administrative Data**, Continued**Security  
clearance/  
access**

This course is unclassified.

**Reference**

The following references were used in this lesson:

- ALMS Standard Operating Procedures (SOP) V 0.3, page 15, May 2004
- ALMS User Handbook
- ALMS Resource -Facilities Presentation Lesson Template number 1006, V 0.4, Nov 2004

\* The references used in this course are imbedded in the ALMS program. If hard copy of this document is desired, it must be printed locally; Program Management Office, Distributed Learning System (PMO-DLS) does not provide copies.

**Student  
study  
assignments**

Students should review the following prior to the start of this lesson (30 days out):

- ALMS Advance Packet (ALMS Resource-Facilities Presentation) at [dls.army.mil](http://dls.army.mil), enter The Army LMS / LMS Training Materials
- ALMS User Handbook., Facility Manager Role

**Instructor  
requirements**

ALMS instructors must be certified as TRADOC instructors. ALMS instructors must have successfully completed each of the following requirements:

- Graduated from a TRADOC approved Army Learning Management System Training Course.
- Graduated from a TRADOC approved Instructor Training Course.
- Graduated from a TRADOC approved Video Teletraining Instructor Training Course (VTT presentations only).
- Graduated from an ALMS Train-the-Trainer course.
- Served as an assistant instructor for the ALMS course.
- Served as lead instructor for the course, or module being taught, under the supervision of a certified ALMS instructor.
- Recognized by TRADOC Staff and Faculty Division of the TDAA, DCST, Fort Monroe, VA as a certified ALMS instructor.

**Additional  
support  
personnel**

a. Conventional presentation. This lesson requires an assistant instructor and a technical support person (on-call) when presented in a conventional classroom environment.

b. VTT presentation. When taught by VTT, an assistant instructor, site coordinator, and technical support person (on-call) are required at each distant site.

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## Administrative Data Continued

### Equipment required

The following general equipment is required for conventional and VTT presentation of the ALMS course:

- Computer classroom or computer laboratory with one computer for each student.
- Projection equipment which allows the instructor's computer monitor image to be projected so all students can follow the demonstrations.
- AKO account.

Individual computers should meet or exceed the following specifications:

- System requirements to use the ALMS include web browser (Internet Explorer 5.5 or Netscape 5.0 or higher), NIPRNET or internet connection.
- CPU - Pentium II / III or equivalent, 233 or higher MHz speed.
- Sound card - Sound Blaster compatible audio card.
- Minimum screen resolution - 800 x 600 pixels.
- Users should temporarily disable any pop-up blocking software in use.

**System performance will vary depending on quality and speed of network connection.**

**Most courseware must have the Active X controls enabled in Internet Explorer.**

- Internet network, tested and operational.
- The ALMS training database /CD (furnished by the site coordinator/assistant instructor materials) must be loaded and tested. The CD contains ALMS Help Vignettes.
- Optional functions.

### Materials required for instruction

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a. Instructor materials (non-equipment):

- Instructor's copy of the Lesson Plan.
- ALMS Handbook User's Manual.
- ALMS SOP Training Guide.
- White board and markers, or
- Easel with a flip chart and markers.

*NOTE: AI must have the same materials as listed for the instructor.*

b. Students are required to have the following materials for each module/lesson:

- Resources data for input to the ALMS.
  - Note paper and a pen or pencil.
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**Administrative Data Continued****Classroom,  
training area,  
and range  
requirement**

The following classroom requirements are considered a minimum:

a. Conventional instruction:

- Each student must be able to see the computer screen projection.
- Students must have room to work at their individual computer.
- The instructor must be able to see each student.
- The AI must be able to physically reach and assist each student without disturbing other students.

b. VTT presentation. In addition to the conventional requirements listed above:

- Each student at each distant site must be able to see the computer display on the VTT monitor, or the room must be equipped with a large projection screen.
  - Instructor must be able to see students, and hear their questions.

c. See classroom manager for additional information and specific VTT equipment requirements.

d. There is no range requirement for this lesson.

**Ammunition  
requirements**

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There is no ammunition requirement for this lesson.

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## Administrative Data, Continued

### Instructional Guidance

- a. Before presenting this lesson, instructors and assistant instructors must thoroughly prepare by studying this lesson, and the identified reference material.
- b. Refer to the ALMS, SOP and User Handbook, for general guidance about ALMS operations.
- c. Even though this is an ALMS Resource Management lesson, many students may already have many of these skills and knowledge. It is important the instructor is aware of this and adjusts the lesson accordingly. However, it is essential that each student leaves this lesson with the skills, abilities, and knowledge presented, as each will be used often in the remainder of the course.
- d. Instructions are given throughout the lesson whenever there is a change, if the classroom Network connection is lost. These are suggestive and may be changed due to set-up or instructional needs.
- e. PowerPoint presentation mirrors teaching points of this lesson in the event of system failure.
- f. Demonstrate ALMS operations on your computer as you are explaining each step. Your instructor's computer monitor image must be projected on a screen so all students may see what you are doing.
- g. Students should follow your actions on their own computers.
- h. Frequently pause and ask students if they are with you. Ensure the AI walks around and watches what students are doing.
- i. Regular slide examples will also continue to be shown for reference.

### Mouse use

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Ensure students understand:

- All mouse operations are accomplished using the left mouse button, unless specifically stated otherwise.
- ALMS operations require only one left-button click to highlight a section or execute a link.
- Double-clicking a link or button usually results in multiple execution of an operation.

### Proponent lesson plan approval

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Name	Rank	Position	Date
_____	_____	_____	_____
_____	_____	_____	_____

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## SECTION II. Introduction

Method of instruction:	Conference
Instructor to student ratio is:	Max: 2:25    Opt: 1:12    Min: 1:6
Time of instruction:	0 hours   05 minutes
Media:	Computer Based Instruction / PowerPoint Presentation / Video Teletraining
References:	ALMS SOP, page 25, ALMS User Handbook , Facility Manager Role
Security classification:	Unclassified

### Motivator

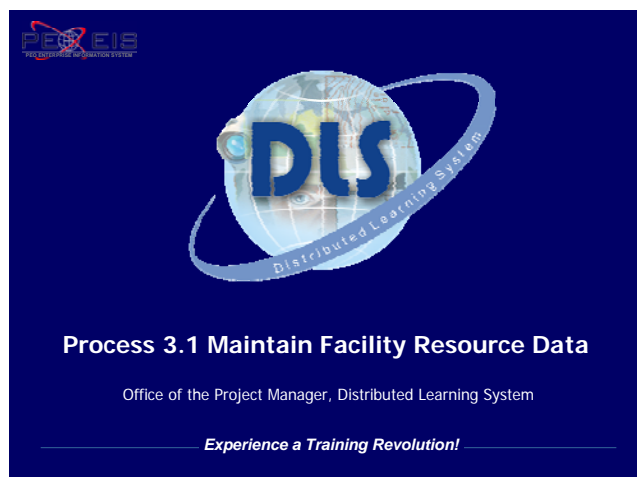
*NOTE: Proposed motivator. Use it, paraphrase it, or develop your own.*

a. Greeting of the day! My name is: \_\_\_\_\_. For the next 60 minutes I will be your instructor for the Army Learning Management System (ALMS) ("Module Two - ALMS Resource Management – Manage ALMS Facilities").

*NOTE: If VTT, greet all distant sites and attendees. Ensure you have an accurate list of all attending students from each location. If you do not have a seating chart, ask each site to prepare one and send it to you.*

b. The Facility Manager collects facility information from the training environment and enters it into the system, using the "Facility Details" screen provided by the ALMS. Scheduling data resulting from processes managed by Class Managers and Schedulers is married against the facility resources in the system and updates the availability status of the facility resources. The Facility Manager can view the requests against his resources at a by-item level. The adjusted availability of his resources to be scheduled further is made available to other user in the system.

### Visual ALMS-V1



## Introduction Continued

### Terminal learning objective

*NOTE: Inform students of the following lesson TLO and references.*

At the conclusion of this lesson you will be able to:

<b>ACTION:</b>	Manage Facility Resource Data in the ALMS.
<b>CONDITION:</b>	Given a requirement to use the Army ALMS, a computer, an AKO account, a set of data, ALMS Role permissions and access to the ALMS Help Vignettes.
<b>STANDARD:</b>	User correctly inputs facilities information.

### Safety consideration

Students must be made aware of the hazards associated with the use of electrical equipment in general, and computer equipment specifically. Liquids and food are not permitted in the computer classroom. Students are not to open any computer cabinet or disconnect or connect any electrical cables.

### Risk assessment level

This lesson is assigned a risk level of low.

### Environmental considerations

It is the responsibility of all soldiers and DA civilians to protect the environment from damage. There are no environmental considerations unique to this lesson.

### Instructional lead-in

In the ALMS, the term Facility specifies a place where training occurs. This may not be in a physical structure (building) it may include ranges, training areas, and maneuver space. Classrooms are training Facilities, which exist within some buildings, regardless of their Building Type. Let's get started by going to the ALMS Building Details Page.

### SECTION III. Presentation

#### Enabling learning objective A

*NOTE: Read or paraphrase the ELO, or have a student read it.*

At the conclusion of this portion of the lesson each of you will be able to:

ACTION:	Navigate to the ALMS “Buildings Details Page”.
CONDITION:	Given a requirement to use the Army LMS, a computer, an AKO account, the ALMS SOP and User Handbook.
STANDARD:	Enter the correct data in the appropriate fields, on the “Buildings Detail screen in accordance with the ALMS SOP.

#### Learning activity 1

The student will learn how to create / edit the ALMS Building Data information screen.

Method of instruction:	Demonstration / Hands-on
Instructor to student ratio is:	Max: 2:25    Opt: 2:12    Min: 1:6
Time of instruction:	0 hours    15 minutes
Media:	Computer Based Instruction / PowerPoint Presentation / Video Teletraining
References:	ALMS SOP, page 9, ALMS User’s Handbook; Facility Manager Role
Security classification:	Unclassified

#### Purpose

The ALMS provides an automated and standardized procedure for managing Facility resource data in accordance with TRADOC and the ALMS SOP.

We’ll begin this lesson by looking at the process flow of Managing Facilities in the ALMS.

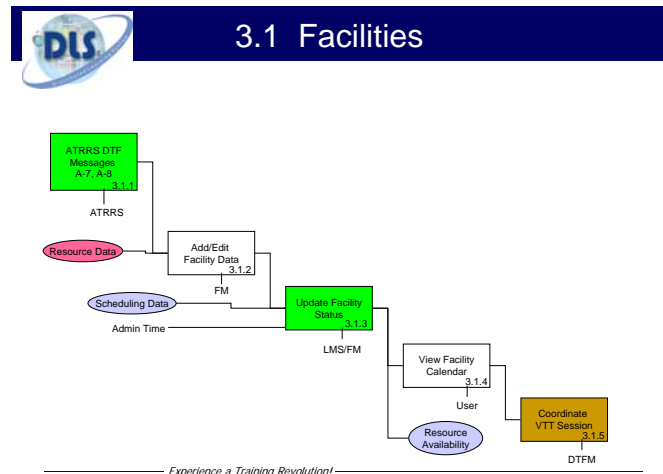
These instructions are an overview of the covered subject topics and are not expected to make you a Subject Mater Expert.

They are designed to provide you with reference knowledge to address function areas within the ALMS in developing a clear understanding of the Facility Manager Role of “Managing Facility Resource Data” in the ALMS.



## Presentation Continued

### Visual ALMS-V2



### NOTES: V2

- The process for entering, maintaining, and managing Facility resource data works like this (walking from left to right):
- 3.1.1** ATRRS-Originated Facility Data. Detailed data about some types of training Facilities is received in the ALMS via the ATRRS interface (Messages A-7, Facilities, and A-8, Classrooms). These messages generally address DTFs and other VTT-capable Facilities in support of the ATRRS mission of providing detailed scheduling of VTT sessions across the Enterprise. Most other Facilities are entered into the LMS and managed locally by the duly appointed Facility Manager(s).
- 3.1.2** The Facility Manager collects facility information from the training environment and enters (ADD/EDIT) it into the system, using the “Facility Details” screen provided by the ALMS.
- Scheduling Data resulting from processes managed by Class Managers and Schedulers is married against the, **3.1.3** Facility Resources in the system and updates the availability status of the facility resources. The ALMS will automatically perform this match by reserving the required resource from those stored as “available” in the ALMS database.
- 3.1.4** The Facility Manager can view the requests against his resources at a by-item level. The adjusted availability of his resources to be scheduled further is made available to other user in the system.
- 3.1.5** Most functions occur outside the system. Each site hosting DTFs has dedicated Managers (DTFM), whose duties include the control and management of all DTF assets, as well as performing DTF customer assistance. Note that the VTT is a capability of the DTF, but is not managed as Equipment, as it is an installed resource.

**The scheduling of instructors will be covered in a later lesson as will the scheduling of equipment and expendable resources.**

## Presentation Continued

### Visual ALMS-V3



#### Definition of Facilities

- **Facility: Specifies a place where training occurs**
- **Examples are: classrooms, ranges, training areas, DTFs, labs, auditoriums etc.**
- **Facility may exist inside Buildings**
- **Each Facility is uniquely identified by name, Building (if applicable), and location**
  - Room 212, Bldg 8, Fort X
  - Range 57, Fort Y
  - Allen Conference Room, Rose Hall, Fort Z

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*Experience a Training Revolution!*

### **NOTES: V3**

Before we get too deep into the lesson. Let's determine what a "Facility" is in the ALMS.

- a. In the ALMS Facility and Buildings have interrelationships.
- b. Example: Classrooms are training Facilities, which exist within some Buildings.
- c. In the ALMS Buildings have a data entry screen of their own, likewise with Facilities data which is entered into the ALMS and managed locally by the appointed Facility Manager.
- d. To reinforce your understanding of Facilities and Buildings in the ALMS, Let's do the associated Help Vignettes.

**The ALMS vignettes which provide the step-by-step procedures for entering and maintaining facility resources are listed here. I would like the class to take 10 Minutes to view these vignettes before continuing.**

**NOTE TO INSTRUCTOR:** Show "visual ALMS-V4" and provide navigation to vignettes.

## Presentation Continued

### Visual ALMS-V4



#### **Show Me Version**

➡ **"Facility Manager Building" Show Me**

➡ **"Facility Manager Facility" Show Me**

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*Experience a Training Revolution!*

### **NOTES: V4**

The NAVIGATION Steps to view vignettes are:

- Headphones at workstation are required
- From the "My Home" page, select "Help" in the header tab bar.
- In the "My Roles" menu, select the "Facility Manager" link.
- In the "My Documents" menu, select "Show Me" beneath the title: Facility Manager Builder.
- In the "My Documents" menu, select "Show Me" beneath the title: Facility Manager Facility.

Please remove your headphones when you are finished, so I'll know we are ready to continue.

- You may have seen that in order to create a Facility located inside a Building, the building is selected from a list of existing buildings in the ALMS. That means that if the Building containing the Facility is not already in the system, you must add it.

We will now look at the procedures for creating a building before going over the details of Facilities.

## Presentation Continued

### Visual ALMS-V5

#### NOTES: V5

a. Navigation steps to the Building Detail Screen in the ALMS:

- 1) Go To (drop-down menu): Resources
- 2) Select Building (Grey Horizontal Tab Bar)

The fields highlighted in red and which display an asterisk are mandatory fields. They are:

- a. **Building ID:** This is a system assigned number.
- b. **Building Name:** Facility Managers should use both building number and common name if possible. (The Example to follow is “Bldg 134 Johnson Hall”). [No punctuation; Bldg # before common name]
- c. **Building Type:** Users must select from a choice on the Pick list accessed from the finder icon.
- d. **Location:** Users must select from a choice on the Pick list accessed from the finder icon.
- e. **Security Domain:** Finder and Pick list. This should match the security domain of the Facility Manager in most cases.
- f. **Site ID:** Building number
- g. **Contact Name:** Free text field. Name of the individual responsible for the building.

**After the “Building Detail” Screen is populated and data is saved, Auxiliary functions appear in the Left Navigation Bar of the screen.**

## Presentation Continued

### Visual ALMS-V6

The screenshot shows the 'Building Details' screen for '971 Parker Hall'. The form is populated with the following data:

Field	Value
Building ID *	001235
Building Name *	971 Parker Hall
Building Type *	Media Production/Broadcast
Location	ENGINEER SCH FT LEONARD WOOD
Security Domain *	Engineer C
Site ID	971
Contact Name *	Frank E. Webb
Contact Phone	
Contact Fax	
Contact Email	
Address 1	
Address 2	
City	
Custom Fields	URL, LMS Managed, Transaction Date, Custom3, Custom4

The left navigation bar includes links for Search, Create, Main, Audit Trail, Attachments, and Notes. The top navigation bar includes links for Facility, Equipment, User, Location, Building, Batch Resources, Service Provider, and Reports. The 'Building' link is currently selected.

### NOTES: V6

This slide shows a view of a “Building Detail” Screen with the appropriate fields populated and saved. The Auxiliary functions listed on the Left Navigation Bar are:

- Main:** This link always returns the user to the details screen of the object they are working with.
- Audit Trail:** Records and displays initial creation and subsequent editing changes to fields in this equipment record.
- Attachments:** This is where the Facility Manager (FM) (Eq) can attach a file or files that are necessary to understand and use the equipment (e.g. a user’s manual). It can also be used for any other applicable information stored in a file pertaining to the equipment item. Fields in the Attachment link are:
  - Name:** Provide the name for this attachment.
  - Category:** Select the applicable category for this attachment from the pick list.
  - Language:** Leave alone.
  - (MIME)** Multipurpose Internet Mail Extensions: Not used.
  - Private (check box):** Restricts viewing of resource to Facility Managers for domain in which the equipment is placed. Applies to the attachment, not the resource.
  - Attachment Source radio buttons:** Select either URL or path for the file location.
  - Notes:** Provides space for information about the equipment resource not contained in any attached file.

Now that we’ve ensured that the ALMS has a Building stored (in case our Facility is inside a Building), we can proceed with entering in the Facility data.

## Presentation Continued

### Learning activity 2

The student will learn how Facilities are managed in the ALMS. How to create / edit the ALMS Facility Details Page.

### ALMS Resource-Facilities

Method of instruction:	Demonstration / Hands-on
Instructor to student ratio is:	Max: 2:25    Opt: 2:12    Min: 1:6
Time of instruction:	0 hours    15 minutes
Media:	Computer Based Instruction / PowerPoint Presentation / Video Teletraining
References:	ALMS SOP, ALMS User's Handbook.

### General overview

- a. **NOTE: See MS PowerPoint Attachment ALMS Lesson Template 1006**

### Enabling learning objective B

*NOTE: Read or paraphrase the ELO, or have a student read it.*

At the conclusion of this portion of the lesson each of you will be able to:

<b>ACTION:</b>	Navigate to the ALMS "Facility Details Page".
<b>CONDITION:</b>	Given a requirement to use the Army LMS, a computer, an AKO account, ALMS Learner Role permissions and access to the ALMS Learner Help Vignettes.
<b>STANDARD:</b>	User successfully enters data in the ALMS Facilities Detail page.

*continued on next page*

## Presentation Continued

### Visual ALMS-V7

#### NOTES: V7

To get to the Facility Detail screen in the ALMS, your Navigation steps are:

- Go to drop down menu: Select “RESOURCES”
- Select: “FACILITY” from the Grey Horizontal Tab Bar

#### Mandatory fields are:

- Facility Number:** This is system assigned number. The ALMS uses this number internally within the database.
- Name:** The Facility Name should be the smallest specific identifier that distinguishes this place for training from any other at your location. The Facility “Name” is often a number of some kind. (The Facility Name, along with its Building (if any) and its Location, uniquely identify this Facility from all others in the database).
- Location:** Use the finder icon to bring up a list of Locations in the ALMS. Select your Location (Installation) from this list.
- (Building):** Use if applicable. Use the finder icon to bring up a list of Buildings in the ALMS. Select the Building in which your Facility is located from this list.
- Facility Type:** Use the finder icon to bring up a list of Facility Types in the ALMS. Select the Type from this list.
- Capacity:** This is the total number of Learners that can be trained in this Facility at one time.
- Rate:** This applies to the leasing of a Facility and is generally not used.
- Domain:** FMs should use the finder to select the Common Security Domain.
- Number of Seats:** This number represents the number of seats available for training when unscheduled.

*continued on next page*

## Presentation Continued

Non-mandatory fields can be left empty or at their default values unless a FM has a special circumstance requiring their use.

**(Enabled Check Box):** Leave this box checked. Un-checking removes the Facility from availability for all scheduling.

**NOTE:** [The trainer selects a Facility record that is already been stored in the ALMS. He uses the record to facilitate the discussion of editing existing records and auxiliary functions (Left Navigation Bar).]

Upon saving a populated “Facility Detail” Screen, Auxiliary functions appear in the Left Navigation Bar of the screen.

**The next slide is a view of a “Facility Detail” Screen with the appropriate fields populated and saved.**



## Presentation Continued

### Visual ALMS-V8

#### NOTES: V8

1. The Facility Manager (FM) can edit data contained in the equipment in the following ways:
  - a. Any white field not filled out in the saved record may have data added to it by direct entry.
  - b. Any field with a finder icon may be edited by using that function and edited from a list.
  - c. The FM may use the Change Drop down menu to select additional fields for editing.
2. The auxiliary functions that can be performed using the Left Navigation Bar links are:
  - a. **Main:** This link always returns the user to the details screen of the object they are working with.
  - b. **Rate Template:** This is not used unless there are changes associated with the equipment. If there are, the HD can provide support for this function.
  - c. **Configuration:** This link provides the FM the ability to define different ways this Facility may be organized, e.g. lecture with 30 seats, small groups, etc.
  - d. **Attachments:** This is where the FM can attach a file or files that are necessary to understand and use the equipment (e.g. a user's manual). It can also be used for any other applicable information stored in a file pertaining to the facility. Fields are:
    - 1) **Name:** Provide the name for this attachment.
    - 2) **Category:** Select from the pick the applicable category for this attachment.
    - 3) **Language:** Leave alone.
    - 4) **(MIME) Multipurpose Internet Mail Extensions:** Not used.
    - 5) **Private (check box):** Restricts viewing of resource to Facility Managers for domain in which the equipment is placed. **Applies to the attachment, not the resource.**

**6) Attachment Source radio buttons:** Select either URL or path for the file location.

- e. Calendar:** This link accesses a calendar for the Facility that the FM can use to view scheduled events. This view is also used for scheduling a future “event” for the Facility, which makes it unavailable for scheduling during that time. Facility events are the means by which the FM schedules downtime for maintenance or other reasons.
- f. Audit Trail:** Records and displays initial creation and subsequent editing changes to fields in this facility record.
- g. Notes:** Provides space for information about the facility resource not contained in any attached file.

**Let’s take 10 minutes and complete this short Practical Exercise in the ALMS associated with procedures for entering and maintaining facility resources.**

## Presentation Continued

*Note to  
Instructor*

- 
1. Show “Visual ALMS-V9”
  2. Provide students with navigation to PE in ALMS
    - f. From the “My Home” page, select “Help” in the header tab bar.
    - g. In the “My Roles” menu, select the “Facility Manager” link.
    - h. In the “My Documents” menu, select “Let Me” beneath the title: Facility Manager Builder.
  3. Instruct students to look up when finished to continue.
- 

PE  
introduction

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This practical exercise will provide an opportunity to check your knowledge and skill in understanding the ALMS features you have learned in the preceding lesson.

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PE  
motivator

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The purpose of this practical exercise is to allow you practice in the ALMS using the ALMS Facilities Resources features, and to enhance your ALMS knowledge and navigation skills.

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PE safety

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You must be aware of the hazards associated with the use of electrical equipment in general, and computer equipment specifically. Do not have liquids in the computer classroom, and do not attempt to open any computer equipment or disconnect or connect any electrical cables.

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PE  
environment

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It is your responsibility, as a soldier and DA civilian, to protect the environment from damage. There are no environmental considerations unique to this practical exercise.

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## Presentation Continued

### Visual ALMS-V9



Facility Management PE

#### ***Let Me Vignette***

➡ **“Facility Manager Building” Let Me**

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*Experience a Training Revolution!*

#### ***NOTES: V9***

The Navigational steps to access the PE (“Facility Manager Builder” vignette) are as follows:

- a. From the “My Home” page, select “Help” in the header tab bar.
- b. In the “My Roles” menu, select the “Facility Manager” link.
- c. In the “My Documents” menu, select “Let Me” beneath the title: Facility Manager Builder.

**[Trainer instruct students to look up when finished to continue.]**

**There are a couple of business cases that must be discussed here to better assist you in making decisions on how you would like to see the system behave managing your facilities.**

***NOTE TO INSTRUCTOR:*** Show “Visual ALMS-V10 and discuss “NOTES: V10”

## Presentation Continued

### Visual ALMS-V10



#### Business Cases for Facilities

- Managing Equipment Contained in Facilities
- Managing Concurrent Training in Large Facilities

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*Experience a Training Revolution!*

### NOTES: V10

- a. **1st Bullet:** Some Classrooms have training Resource equipment more or less permanently installed in them. Such Classrooms have the ability to fulfill more than one Resource requirement called for in the Lesson template. The details about what equipment is installed in Classroom can be listed in the Notes portion of the Facility or in an attachment to it. Additionally, the CoM has some latitude in determining the Facility Type when specifying the Resource requirements in the Lesson template. That is, there may be a Facility Type listed on the pick list that provides a better fit for the requirements. An example would be a DTF, which has individual networked Learner workstations and VTT capability. A CoM may select a DTF as a training Resource requirement when the actual requirement is: Classroom, 15 Learner capacity; 15 networked computers.

**(To facilitate Course Managers and Class Managers/Schedulers getting the best fit for fulfilling training Resource requirements, FMs should first check to see if that Facility Type already exists in the pick list for Facility Types. If it is not found, the FM should then use the Notes feature on the Facility Details screen to annotate any special or enhanced training capability the Facility possesses.)**

- b. **2nd bullet:** Some institutions use large training Facilities for conducting concurrent training. Example: Having two classes in session at opposite ends of a large hangar. Because the LMS will not double schedule Facilities, the best method for scheduling this type of training using the ALMS is to break the large Facility into two or more smaller Facilities, (e.g. Hangar 27 North, Hangar 27 South) and manage them as if they were separate Facilities altogether.

**SECTION IV - SUMMARY****Learning  
activity  
review**

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*NOTE: Review the major teaching points. Remind students how all the modules and components of ALMS are linked together.*

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**Solicit  
questions  
from  
students**

- 
- a. Ask students for their questions.
  - b. Answer all questions and ensure the answers are understood.
- 

**Check on  
learning**

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*NOTE: Ask these questions, or develop your own. Ensure students understand the learning points of this learning activity. You are not required to conduct this check on learning if you are confident the students understand the material. When asking questions: Ask; Pause; Call on a specific student to answer.*

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**QUESTION: What is a Facility in the ALMS?**

**ANSWER: A place where training occurs (classrooms, ranges, training areas, DTFs, labs, auditoriums etc.)**

**QUESTION: What is a Building in the ALMS?**

**ANSWER: Structure that a Facility may exist inside of**

**QUESTION: What ALMS Role Base User manages ALMS Facility data?**

**ANSWER: Facility Manager**

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## Presentation Continued

### Visual ALMS-V11



#### What We've Learned...

- Creating, editing, and managing Buildings
- Creating, editing, and managing Facilities
- Relationships between Buildings and Facilities
- Handling Facility Business Cases

#### Questions ?

Experience a Training Revolution!

## Summary Continued

### Closing statement

We learned the ALMS process for:

- Creating, editing, and managing Buildings
- Creating, editing, and managing Facilities

### Transition statement to next lesson

You now know how Facility features are managed in the system. Following the break you will begin to learn how to manage other functions in the ALMS, to assist you in accomplishing your training management mission.

Take a break of 10 minutes. Be back in your seats ready for the next lesson at \_\_\_\_\_ o'clock.

*NOTE: Ensure students have a means of knowing the time, or appoint a student with a watch to tell the others when it is time to return to the classroom.*

## APPENDIX A

**Visual Masters**

<b>Title MS Power Point ALMS Resource-Facilities</b>	<b>Lesson Template Number 1006</b>
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## **APPENDIX B**

### **Practical Exercises**

Resource Management Lesson (Facility) – ALMS Facility Manager Builder “Let Me” Vignette.

ALMS  
Help  
Facility Manager